

(This Notice Expires 31 May 1983)

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

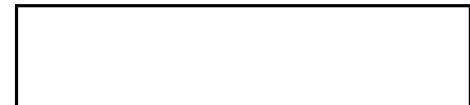
NPIC NOTICE  
NO. 18-11

TRAINING  
21 March 1983

TRAINING COURSE WITHDRAWAL AND ATTENDANCE NOTIFICATION PROCEDURES

1. NPIC employees may not withdraw from internal or external training courses for which they have been approved without prior approval from their Group Chief. If withdrawal is necessary because of significant operational considerations or important personal reasons, the Group office must notify the Training Division in writing as soon as possible so that OTE can offer the course slot to other qualified candidates.

2. OTE has also informed us that some NPIC employees who are attending training courses are arriving late, leaving early, or not showing up for some of the training classes. Please be reminded that planned late arrivals, early departures, or nonattendance at a training class on a given day requires prior approval of the employee's supervisor and notification of the Training Division. If illness or some other unforeseen last minute circumstance prevents an employee's attendance, the NPIC Training Division must also be notified. The Training Division will notify the DDS&T Training Officer who in turn will notify OTE.



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R. P. HAZZARD  
Director

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